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Community Health Workers Review Board

June 30, 2023

1:00 PM –

3:30PM

Minutes

Call in # 312-535-8110

Code:

2630 101 6063

Locations

Meeting can be viewed [here](#).

Minutes

1. Call to Order

CHW members present: Karen Ayala, Kenneth Campbell, Monica Cuevas, Angela Ellison, Wendy Hernandez-Gordon, Rep. Camille Lilly, Noelle Moore, Kristen Matthews, Laura Phelan, Leticia Boughton Price, David Sanders, Esther Sciammarella, Tracey Smith, Emma Villarreal, Kevin Wood

CHW members not present: Angel Ellison, Ofelia Figuero, Sol Flores, Shami Goyal, LaToya Greenwood, Rep. Maura Hirschauer, Ryan Lee, Janice Nelson

IDPH staff present: Angela Eastland, Tyler Bohannon, Douglas Dorando, Julian Fefer, Makenzie Krider, Karen Mancera-Cuevas, Allison Nickrent, Lubia Nunez-Montelongo, Kristen Rzczkowski, Emily Spangler, Melissa Stalets, Mona VanKanegan, Lori Weiselberg, Greg Willis, Nikki Woolverton

Guests: Jasmine Campbell, Paula Campbell, Leslie Carnahan, Jenn Ladisch Douglass, Maureen Hunter, Mildred Hunter, Stacey Ignoffo, Rachel Jones, Sahida Martinez, Adam Scheffler, Liz Thompson, Clarissa, Gloria

2. Approve Meeting Minutes (May 10, 2023)

Approved by David Sanders, seconded by Kevin Wood

Member Noelle Moore asked regarding item three ("Vote to Approve Bylaws"); due to the Board not having bylaws, should "Bylaws" read as the Board's "Statutory Authority"? Allison Nickrent said the

change can be made. Member Noelle Moore requested to change Angela Eastlund's title to "Senior Workforce Policy Analyst" in the minutes.

3. Review Bylaws

No discussion and will hold a vote at the next meeting.

4. Orientation to Administrative Rules

- What are Administrative Rules?

Allison shared that Administrative Rules guide state agencies how to carry out laws and policy; promulgate to implement, interpret, or prescribe law or policy; and agencies are required to provide the detailed rules and guidance needed to clarify and properly execute statutes.

- How were the draft CHW Certification Program Rules developed?

Lori shared that other states' CHW certification programs were researched (e.g., Indiana, Massachusetts, Oregon, etc.); relevant administrative rules in Illinois and other states were reviewed (i.e., Illinois Certified Nursing Assistant Administrative Rules, Ohio CHW Administrative Rules, and Massachusetts CHW Admin Rules); and conducted state-level key informant interviews (i.e. Illinois State Board of Education, Illinois Board of Higher Education, SIU-Carbondale, etc.)

- What is the role of the Review Board in relation to the Rules?

The role of the Review Board is to use the Board's expertise to review rules section by section, propose and vote on any recommendations, present recommendations; and from legislation: "Advise the Department of Public Health as it seeks to develop the program including rules certifying both individuals including those being grandfathered in, and academic and community-based training programs."

Member Noelle Moore proposed changing the word to "grandfathered" to "grandparenting".

- What is the process and timeframe for approvals?

The CHW Certification Program Review Board Review makes recommendations. IDPH prepares and addresses Review Board recommendations as appropriate. The SBOH Rules Committee provides feedback and approval; SBOH meets quarterly. JCARE is authorized to conduct systematic reviews of administrative rules promulgated by State Agencies, including IDPH. Time frame is estimated to be 9 months.

Member Leticia Boughton Price requested a one-pager be created on the process noted above. Allison Nickrent responded with a one-pager can be created. Member Esther Sciammarella asked what the expectations of community health workers are, especially ones that are culturally competent, serving marginalized communities. Allison Nickrent said it is up to the Board to advise IDPH on this issue. She mentioned the Rules packet that was provided to the Board for this meeting and shared there is a definition for community health workers, and it is from the statute that the Illinois Legislative Black Caucus created. Member Sciammarella and other members in the Webex chat forum spoke about presenting administrative rules in a bilingual platform, with both English and Spanish. Lori Weiselberg said she could review Texas' administrative rules, as well.

5. Administrative Rule Review (Selected Sections)

- Subpart A: Definitions of Terms

There is language from the statute and the definition comes from the General Assembly.

- Subpart B: CHW Review Board

The language in the administrative rules is from statute the definition comes from the General Assembly.

Allison mentioned this document is a living document.

Questions:

Member Esther Sciammarella asked if the idea of changing the requirement to take a test to be a certification CHW was being considered.

Allison Nickrent said later in the meeting this can be discussed and it is up to the Board to make that decision.

Member Noelle Moore also expressed interest in creating different ways to get CHW certification besides exams.

Allison Nickrent said later in the meeting this issue can be discussed; the document provides a baseline and ideas. As it is a working document, it can be edited.

Member Moore also asked if the scope of practice for CHW is placed under Subpart B; the scope of practice cannot go against the definition of CHWs found in Subpart B.

Member Leticia Boughton Price inquired how many sections through administrative rules the Board can get through, and if this can be completed by the end of August to send to the SBOH.

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Allison Nickrent expressed that would be difficult to get these to the SBOH by August. There are no definite number of sections that the Board can get through, as it depends on the issue and how much input is given. Member Boughton Price also requested a "how-to" guide on how Boards function within a state agency that can be created by the CHW Board and staff for current members and future members and disseminated to all members.

Member Esther Sciammarella and Allison Nickrent discussed refining definitions and having the CHW Rules finalized before it goes to any other rules committee; this would prevent a "back and forth" scenario of editing and taking a long time to complete the rules.

Member David Sanders inquired about a working session for definitions and who takes on certain subject matters. Allison Nickrent said this question led to the next item on the agenda of delving in to the topics the Board needs to take on. Lori Weiselberg reiterated this is a working document and not final; there is not an ETA, but the document will be rolled out in sections for members to dissect.

6. CHW Program Discussion

Lori Weiselberg started the discussion by sharing DPH has initiated university partnerships to advance the work of the Board. There are two IGAs (intergovernmental agreements) the Department has partnered with: SIU (Carbondale) and UIC (Chicago). These two universities issued an RFP for an I.T. vendor to develop and platform for CHW certification program; DPH has worked with them to develop the RFP and hope to be a part of the review board. As a part of the IGA, UIC was asked to develop a document on best practices in state certification programs (which will be shared with the Board) and to work with colleagues and stakeholders across the state to do a landscape analysis of professional development programs.

Member David Sanders asked about separating academic program and professional development, as academic programs must go through a specific accreditation. Lori Weiselberg responded with saying there will be time to discuss the training program piece soon.

- Feedback from Board to Identify Key Topics

Melissa Stalets shared a Word document on the scope of what the Board does, including language from the statute and what has been discussed during the meeting. There was time for discussion. Member Noelle Moore requested to not use the term "grandfathered"; rather, grandparenting. She also requested to avoid other gendered terms. Mona VanKanegan mentioned noting the types of healthcare billing providers for certain populations. She also mentioned to include the types of professions that CHWs collaborate with, and safety training for CHWs during home health visits - if that is part of the scope of work. Melissa Stalets mentioned looking into happens in other states and make sure our state includes certain aspects in our certification program; along with an FAQ for CHW certification. Member David Sanders posed the question of what an FAQ document would include

members supported a bilingual FAQ document (English and Spanish). Member Angela Eastland shared an FAQ that responds to the recommendations of the report on Certification and Reimbursement recommendations; it was developed through statewide CHW roundtables from CHW and Harvard Law student group. Please see here: <https://chlpi.org/wp-content/uploads/2022/07/Illinois-Community-Health-Worker-Roundtables.pdf>. Member Wandy Hernandez-Gordon mentioned CHW core competencies. Representative Camille Lilly shared state standards for CHW organizations. Member Emma Villarreal advocated for better language around CHW titles and credentials, along with pay rates associated with different titles. For example, different titles and pay rates for bilingual CHWs or those who specialize in other things. Member Emma Villarreal also shared that government websites should include CHW recruitment; Lori Weiselberg said the Emergency Management Agency has a registry of potential community volunteers. Member Tracey Smith mentioned mandatory reporting requirements and recertification. Feedback from the chat mentioned defining the length of certification before renewal, any requirements that would cause a person to lose the certification; if the latter recommendation is included, due process; if the certification lapses (there is draft language regarding this, according to Lori Weiselberg), defining whether there will be a time period that the CHW can reapply for certification without going through training again; and any reciprocity requirements for CHWs from another state. Member Leticia Boughton Price mentioned defining CHW activities for Medicaid reimbursement and HMO Medicaid administrative dollars for non-certified CHW activities, and the role of the CHW Review Board post-creation of certification. To the first point, Laura Phelan shared a process by which the Federal government will be matching state dollars to make this happen, but an approved state amendment and administrative rules must come first. Member Noelle Moore contributed with alternative (non-test) pathways for certification and considering what continuing the education requirements will be. She said that more CHWs are working with formerly incarcerated folks that are reentering society; many of those CHWs have lived experience with incarceration and therefore have a record. She asked if they will they be able to gain licensure or certification despite a criminal record. Member Emma Villarreal inquired how CHWs will receive further advancement or education on assessing data. Lori Weiselberg said that pertains to scope of work and will be addressed.

Regarding the FAQ document, Dr. Campbell shared the FAQ topics and information should come from the Board. Melissa Stalets said to reflect on everything that was shared previous to this point. Many of the questions relate to certification, but many questions cannot be answered due to administrative rules not being formed/passed yet. All members are encouraged to send along thoughts or ideas for the FAQ.

- Discuss Approaches to Address Topics, e.g., committees

There are no bylaws, but ideas for committees/subcommittees were discussed. Member Leticia Boughton Price expressed interest in having committee meetings during the Board meetings (separate of the actual Board meeting) and come back to the meeting with input and ideas.

7. Introduction to Annual Board Report: Due September 27, 2023

Allison Nickrent said the first annual Board report is due September 27, 2023.

8. Public Comment

Maureen Burns, a CHW, shared that she is seeing how CHWs are underpaid. She asked if the Board can advocate for a minimum wage or recommended wage for CHWs. A handful of members and staff shared their thoughts on the pay CHWs are paid, primarily sharing how well paid CHWs are. But, like many things, this can be reviewed.

9. Upcoming Meeting

- Community Health Workers Review Board: July

10. Adjournment

Member Kevin Wood motioned to adjourn; Member Esther Sciammarella seconded.